

Federal Executive Board

San Francisco Bay Area



Emergency Notification and Dismissal Plan

For

Agency Directors

July 29, 2003

FOR OFFICIAL USE ONLY

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A. INTRODUCTION

Since the Loma Prieta earthquake in 1989, the San Francisco Bay Area Federal Executive Board (FEB) has been acutely aware of the need for effective communications, coordinated emergency response, and workforce management within the Federal community. The Federal government accounts for the largest workforce in the San Francisco Bay Area. When an emergency situation exists, Federal agencies need to react in unison and responsibly. The Emergency Notification and Dismissal Plan uses three communication methods to quickly distribute information and guidance to Federal Agency Directors during an emergency: (1) Group E-mail, (2) FEB Hot Line and (3) updates posted on the FEB Web Site.

B. PURPOSE

The **Emergency Notification and Dismissal Plan** (Plan) for the Bay Area Federal community identifies responsibilities, notification procedures, and standardizes guidelines for personnel leave and reporting policies for use during a major emergency event. The Plan does not replace Federal agencies' individual emergency plans, but rather serves as a community-wide directive on uniform policies and procedures for all Federal employees.

Recommendations announced by the San Francisco Bay Area Federal Executive Board for dismissal or closure are *ADVISORY ONLY*. The final decision to dismiss employees or curtail operations rests with the Director of each individual Federal Agency. Each Federal Agency should establish policy and procedures for implementation of the Plan, including actions to be taken upon notification of an emergency situation.

C. AUTHORITY AND RESPONSIBILITIES

The authority and responsibility for the implementation of this plan is the Federal Executive Board Charter signed by President John F. Kennedy on November 13, 1961 and Part 960 of Title 5 of the Code of Federal Regulations. "Federal Executive Boards shall be responsible for: . . . emergency operations, such as under hazardous weather conditions; responding to blood donation needs; and communicating related leave policies;" 5 CFR § 960.107.

1. **Federal Executive Board.** The Chair (or Acting Chair) of the Federal Executive Board is designated as the point of contact for the Federal government in the San Francisco Bay Area and in that capacity represents the Federal agencies' decisions and subsequent actions during a catastrophic event. In the absence of the Chair, the order of succession for Acting Chair will be: First Vice-Chair, Second Vice-Chair, and Immediate Past Chair. The FEB is responsible for briefing agencies on the Emergency Notification and Dismissal Plan and providing annual review, update and distribution of the Plan (See Appendix 1).
2. **Crisis Management Team.** The Crisis Management Team (CMT) includes the Chair of the FEB (Chair); Regional Administrator, GSA; Regional Director, FEMA; Special Agent in Charge, FBI; Regional Director, FPS, and the Director, OPM / San

Francisco Field Services Group. The CMT is responsible for evaluating the extent and seriousness of the emergency event, considering options, deciding on an appropriate response, and communicating with federal agencies and the media, as appropriate (See Appendix 2).

3. **General Services Administration.** GSA is responsible for providing guidance to the CMT regarding opening and closing of the Bay Area's Federal buildings and leased locations where Federal agencies are located. GSA is also responsible for the coordination of inspections of Federal buildings and leased buildings and providing telecommunication network support. Provides the FEB with media and public relations support.
4. **Federal Bureau of Investigation and Federal Protective Service.** FBI and FPS provide the CMT with information and guidance on security matters affecting the safety of Federal workers and Federal property.
5. **Federal Emergency Management Agency.** Provides guidance and expertise on response, relief and recovery of a disaster. The Plan does not preclude the responsibilities of FEMA in its role to support State and Local Jurisdictions as the administrator of the Disaster Relief Act of 1974.
6. **Office of Personnel Management.** Interprets personnel policies regarding dismissal, special leave, and reporting during an emergency.
7. **National Weather Service.** In the event of severe weather, the FEB Chair will obtain and review current weather information from the NWS Forecast Office. The FEB Chair will consider this information in formulating the appropriate notification for Bay Area Federal Agency Directors and their employees. Weather information for the San Francisco Bay Area is available from the NWS Forecast Office at <http://www.wrh.noaa.gov/Monterey/> or by calling (831) 656-1725.
8. **DOL / GSA.** Provides the FEB with media and public relations support including the development and transmittal of media announcements.
9. **Bay Area Federal Agencies.** Agencies are responsible for supporting the implementation of the Plan, as well as providing the FEB with up-to-date emergency contact information for the Federal Agency Roster. The FEB is responsible for maintaining the Federal Agency Roster; distribution of the Roster will be strictly limited to the FEB staff, FEB Crisis Management Team and the FEB Emergency Communications Committee. In addition, Agencies are responsible for maintaining up-to-date Continuity of Operations Plans (COOP) and Occupant Emergency Plans (OEP). Agencies are also responsible for the accountability and reporting of personnel status to their national headquarters, determining "emergency personnel," notifying their emergency and other personnel of their status, and determining closure, dismissal and leave policies for employees on shift work and alternative work schedules. Support is available for agencies that would like assistance to review / update their COOP or OEP (See Appendix 3).

10. **Emergency Employees.** On an annual basis, agencies should identify personnel who must report for work and continue Government operations during a disruption of operations and notify them in writing that they are designated as “Emergency Employees.” The notice should include the requirement that emergency employees report for, or remain at work during emergency situations, and an explanation that dismissal or closure announcements do not apply to them unless they are instructed otherwise. Agencies should also develop a procedure to notify non-emergency employees to remain at work during an emergency. Agencies may also designate employees who telework / telecommute from an alternative work site as “Emergency Employees.” Emergency employees should be issued Government Emergency Telecommunications Service (GETS) cards to allow them priority access to the phone system when telecommunications are restricted (see Appendix 3).

D. PROCEDURES

1. **Emergency Notification Plan.** The following procedures provide a basic network for gathering and disseminating critical dismissal policy information and direction to the Federal community. If the telecommunication systems in the area fail, agencies should follow local response directives. The FEB Chair (or Acting Chair) will communicate with Federal Agency Directors and the media, as appropriate. Upon notification, each Federal Agency is responsible for notifying their employees. The FEB will use the following emergency notification procedures:
- The Chair will consult with the Crisis Management Team and appropriate municipal officials to assess the damage and/or risk of the event on Federal workers and Federal property. National guidance will be used to formulate regional guidance.
 - The Chair will then make a decision on whether or not to recommend curtailment of Federal operations. The recommendation will be based on the risk to Federal employees, the need to continue Federal operations, and national guidance, as appropriate.
 - The Chair, or their designee, will notify Federal Agency Directors of any recommendation to curtail Federal operations and/or close and reopen Federal facilities. Once notified, the decision to curtail operations and/or release employees is the responsibility of each Agency Director. The following three emergency notification procedures will be used: **Group E-mail, FEB Hot Line and Web Site** (See Table 1).
 - The Chair, or their designee, will notify local news media on the decision to curtail Federal operations and/or close and reopen Federal facilities. The Chair, or their designee, will also prepare and record announcements for the local news media.
 - The CMT will continue to meet in person or by teleconference during the course of the emergency to oversee the implementation of the Plan and coordinate additional guidelines. Other agency representatives will be invited to participate, as needed.

- Agency representatives or cooperative teams will supplement the CMT if additional resources or expertise is needed.

Table 1: Emergency Notification Procedures

Support for Emergency Notification Methods	From	To
(1) Group E-mail: Distribution List for all Bay Area Federal Agencies.	FEB Chair	Federal Agencies: Director, Deputy, and Executive Support Staff
(2) FEB Hot Line: a listen only voice mail message, 24-hour, (510) 637-1105.	FEB Chair	Federal Agency Directors
(3) Media Notification: Phone, Fax or E-Mail information.	FEB Chair	TV and Radio Stations
(4) Hot Line Backup Number FEB Seattle, Washington (206) 220-6133.	FEB Chair	Federal Agency Directors
(5) FEB Web Site: posting of information and guidance to: http://www.sanfrancisco.feb.gov/	FEB Chair	Federal Agencies and employees

E. PERSONNEL LEAVE AND DISMISSAL GUIDELINES

1. **Disruptions Before the Work Day Begins.** Following an event, the FEB will provide one of the following five announcements to the media when a disruption occurs before the workday begins. As appropriate, the Crisis Management Team will draft the media announcement.
2. **These announcements do not apply to individuals who are designated as “emergency employees”.** Emergency employees are expected to report for work on time unless excused by their supervisors.
3. **ANNOUNCEMENT to Federal Agencies: “This is an Advisory notice for federal employees from the San Francisco Bay Area Federal Executive Board”.** Include one of the following announcements (e.g., number 1-5 below):

Emergency Announcement	Meaning
1. “ The Federal Government is open ; all employees are expected to report to work on time.”	Federal agencies will open on time. All employees are expected to report to work on schedule.
2. “An event* has occurred in the San Francisco Bay Area. Federal Agencies are open under an UNSCHEDULED LEAVE policy . Employees may take leave without prior approval.” <u>Emergency employees should follow their agency’s instructions.</u>	Non-emergency employees may take annual leave or leave without pay.
3. “An event* has occurred in the San Francisco Bay Area. Federal Agencies are open under an ADJUSTED HOME DEPARTURE policy. Employees are requested to leave home (x-hours) later than their normal departure time.” <u>Emergency employees should follow their agency’s instructions.</u>	Non-emergency employees should report to work up to <u>x-hours</u> (e.g., 2-hours) later than normal. Employees, who arrive late but within the <u>x-hour</u> timeframe, will be excused without loss of pay.
4. “An event* has occurred in the San Francisco Bay Area. Federal Agencies are open under an ADJUSTED HOME DEPARTURE / UNSCHEDULED LEAVE policy. Employees are requested to leave home (x hours) later than their normal departure time AND non-emergency employees may take leave without prior approval.” Emergency employees should	Non-emergency employees should report to work up to x-hours (e.g., 2-hours) later than normal or they may take regular leave / leave without pay. If they report to work, non-emergency employees who arrive late but within the <u>x-hour</u> timeframe, will be excused without loss of pay.

<u>follow their agency's instructions.</u>	
5. "An event* has occurred in the San Francisco Bay Area. Federal Agencies are closed. " <u>Emergency employees should follow their agency's instructions.</u>	Non-emergency employees are excused from duty without loss of pay.

4. **Disruptions During Normal Work Hours.** Following an event, the FEB will provide the following announcement to the media when a disruption occurs after the workday begins. As appropriate, the Crisis Management Team will draft the media announcement.
5. **This announcement does not apply to individuals who are designated as "emergency employees".** Emergency employees are expected to report for work on time unless excused by their supervisors.
6. **ANNOUNCEMENT to Federal Agencies:** "This is an Advisory notice for federal employees from the San Francisco Bay Area Federal Executive Board". Include the following announcement (e.g., number 6 below):

Announcement	Meaning
6. An event* has occurred in the San Francisco Bay Area. Federal agencies are operating under an EARLY DISMISSAL policy. Employees should be dismissed by their agencies x-hours earlier than their normal departure time from work." <u>Emergency employees should follow their agency's instructions.</u>	<p>Employees should be dismissed by their agencies relative to their normal departure times from work. For example, if a 3-hr "early dismissal" policy is announced, workers who normally leave their offices at 4:00 PM should leave at 1:00 PM.</p> <p>Employees who must leave work earlier than their official dismissal time will be charged annual leave or leave without pay from their departure time through the remainder of the scheduled workday.</p> <p>Employees on pre-approved leave should be charged leave for the entire day.</p>

*** Event.** An "event" is defined as a bay-area wide natural or man made disaster that may include an earthquake, fire, power outage, severe weather, civil disturbance or terrorist attack.

Appendix 1: Annual Review and Update (Check List)

	Date	Initials
Testing. The FEB office staff will test the emergency notification plan on a semi-annual basis or if a credible threat has been identified.	_____	_____
Conference Bridge. On a quarterly basis, the FEB staff will test the Primary and Alternate Conference Bridges.	_____	_____
Federal Agency Roster. Prior to each semiannual test, the FEB office staff will update the Federal Agency Roster.	_____	_____
Plan Review. The FEB staff and the Crisis Management Team will review and update the plan on an annual basis.	_____	_____

Appendix 2: Crisis Management Team

PRIMARY	ALTERNATE
<p>San Francisco Bay Area Federal Executive Board (FEB)</p> <p>Allen Ng, FEB Chair, USDA 550 Kearney, Room 400 San Francisco, CA 941</p> <p>Office: (415) 705-1310 ext. 511 Fax: (415) 705-1353 E-mail: allen.ng@fns.usda.gov</p>	<p>1st Vice Chair Peter Spencer, Regional Commissioner SSA, Richmond, CA 94804</p> <p>Office: (510) 970-8400 Fax: (510) 970-8216 E-mail: pete.spencer@ssa.gov</p> <p>2nd Vice Chair James Griffin, Regional Director SF Passport Agency, San Francisco, CA</p> <p>Office: (415) 538-2710 Fax: (415) 538-2715 E-mail: griffinjm@state.gov</p> <p>Immediate Past Chair C. Russell Rock, Regional Director DOL, San Francisco, CA</p> <p>Office: (415) 848-6577 Fax: (415) 848-6555 E-mail: rock.russell@dol.gov</p>
<p>Federal Bureau of Investigation (FBI) Mark Mershon, Special Agent in Charge 450 Golden Gate Avenue San Francisco, CA 94102</p> <p>Office: (415) 553-2020 Fax: (415) 861-1077 E-mail: mmershon@fbi.gov Web: www.fbi.gov</p>	<p>Paula Wendell, Asst. SAC 450 Golden Gate Avenue San Francisco, CA 94102</p> <p>Office: (415) 553-2022 Fax: (415) 861-1077 E-mail: Pwendell@fbi.gov</p>

PRIMARY	ALTERNATE
<p>General Services Administration (GSA) Peter Stamison, Regional Administrator: 450 Golden Gate Avenue, Suite 5-2690 San Francisco, CA 94102-3434</p> <p>Office: (415) 522-3001 Fax: (415) 522-3005 E-mail: peter.stamison@gsa.gov</p> <p>GSA's Denver MegaCenter (24x7) Office: (888) 380-6829</p>	<p>Peter Glading, Deputy Regional Administrator: 450 Golden Gate Ave, Suite 5-2690 San Francisco, CA 94102-3434</p> <p>Office: (415) 522-3001 Fax: (415) 522-3005 E-mail: peter.glading@gsa.gov</p>
<p>Office of Personnel Management (OPM) Al Herrera, Manager San Francisco Field Services Group 120 Howard Street, Room 760 San Francisco, CA 94105</p> <p>Office: (415) 281-7050/7053 Fax: (415) 281-7051 E-mail: alherr@opm.gov</p>	<p>Barbara Merino, Operations Supervisor 120 Howard Street, Room 760 San Francisco, CA 94105</p> <p>Office: (415) 281-7046 Fax: (415) 281-7051 E-mail: bameri@opm.gov</p>
<p>Federal Emergency Management Agency (FEMA) Jeff Griffin Regional Director, Region IX 1111 Broadway, Suite 1200 Oakland, CA 94607-4052</p> <p>Office: (510) 627-7100 Fax: (510) 627-7112 E-mail: jeff.griffin@dhs.gov</p>	<p>Karen E. Armes Deputy Regional Director, Region IX 1111 Broadway, Suite 1200 Oakland, CA 94607-4052</p> <p>Office: (510) 627-7100 Fax: (510) 627-7112 E-mail: Karen.Armes@dhs.gov</p>
<p>Federal Protective Service (FPS) Control Center Joseph A. Loerzel, Regional Director 450 Golden Gate Avenue San Francisco, CA 94102-3434</p> <p>Office: (415) 522-3449 Fax: (415) 522-3218 E-mail: Joe.Loerzel@dhs.gov</p>	<p>Russell Oase, Deputy Director 450 Golden Gate Avenue San Francisco, CA 94102</p> <p>Office: (415) 522-3454 Fax: (415) 522-3218 E-mail: russell.oase@dhs.gov</p>

Federal Executive Board Support Contacts	
PRIMARY	ALTERNATE
FEB Office – Oakland Dianna Louie, Executive Director 1301 Clay Street, Room 1240N Oakland, CA 94612 Hot Line: (510) 637-1105 24-hr/Listen Only Voice Mail Box Office: (510) 637-6103 / 6106 Fax: (510) 637-6253 E-mail: dianna.louie@gsa.gov	Gail Castaneda, FEB Secretary 1301 Clay Street, Room 1240N Oakland, CA 94612 Office: (510) 637-6103 / 6104 Fax: (510) 637-6253 E-mail: gail.castaneda@gsa.gov
Federal Executive Board – DC Paula Bridgham OPM Director of FEB Office: 202-606-1251 Fax: E-mail: plbridgh@opm.gov Paul Conway OPM Chief of Staff Office: 202-606-0172 Fax: OPM Watch Center Phone: 202-418-0111	Marta Perez OPM Associate Director for Human Capital Leadership and Merit Systems Accountability Office: 202-606-2536 Fax: 202-606-1798 E-mail: Rick Lowe OPM Deputy Chief of Staff Office: 202-606-2392 Fax:

Appendix 3: Resource List for Disaster Preparedness Assistance

1. Pre Disaster			
Occupant Emergency Plans	Bruce Hori	DHS / FPS	415-522-4300
Building Security Committees	Bruce Hori	DHS / FPS	415-522-4300
Building Risk Assessments	Bruce Hori	DHS / FPS	415-522-4300
FEB Coordination	Dianna Louie	SFO / FEB	510-637-6103
2. Post Disaster			
Building Inspection/Temp Repairs	Cathy Lee	GSA / PBS	415-522-3188
Temporary Office Space	Jim Kane	GSA / PBS	415-522-3191
Telecommunications	Yvonne Quenga	GSA / FTS	415-522-4534
Security & Federal Police Officers	Joe Loerzel	DHS / FPS	415-522-3449
Furniture, Supplies, Excess Property	Dale Markley	GSA / FSS	415-522-2777
Contracting Officers	Dale Markley	GSA / FSS	415-522-2777
GSA Fleet Vehicles	Dale Markley	GSA / FSS	415-522-2777
3. GSA Emergency Management Program / COOP			
Regional Emergency Coordinator	Bob Brown	GSA	415-522-2645
Security and Emergency Management Planning	Ray Robins	GSA	253-931-7950
4. FEMA Emergency Management Program / COOP			
Emergency Analyst	Kevin Clark	FEMA	510-627-7102
COOP Program Manager	Heather Henson	FEMA	510-627-7225
5. Other Emergency Contacts			
Government Emergency Telecommunications Service (GETS) cards.		National Communications System (OMNCS)	1-800-818-GETS (4378) http://gets.ncs.gov/
Are You Ready? A Guide to Citizen Preparedness	Downloadable, Adobe PDF format	FEMA / Citizen Corps	http://www.citizen corps.gov/
Preparing Makes Sense. Get Ready Now.	Downloadable, Adobe PDF format	Dept. of Homeland Security	http://www.ready.gov/
Emergency Supply Kits and individual items	FSC Title: #539 Contract#: GS-07F-0221M	GSA Advantage!	http://www.gsa.gov v 805-498-6062
Bay Area Chapter of the American Red Cross	415-427-8000	http://www.redcross.org/	http://www.bayarea-redcross.org